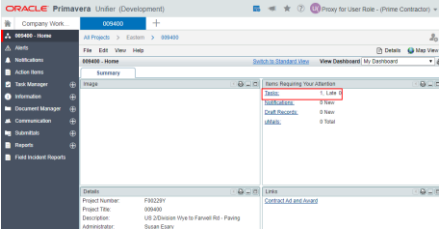
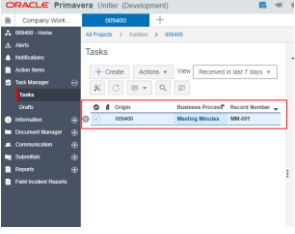
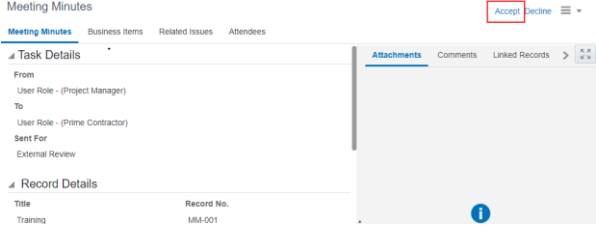
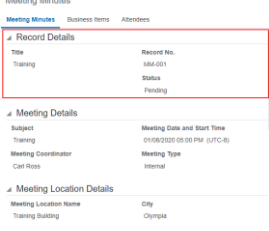
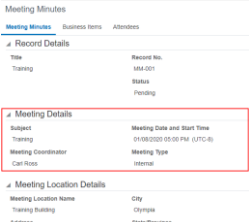
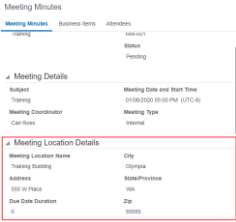
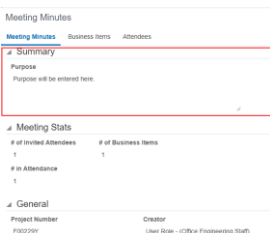
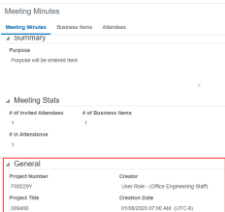
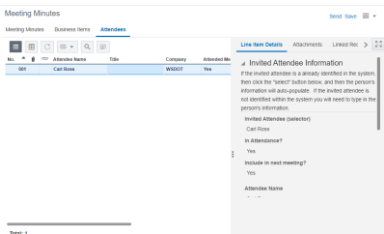
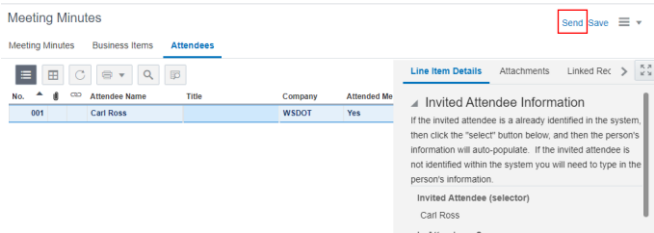
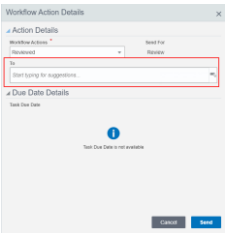
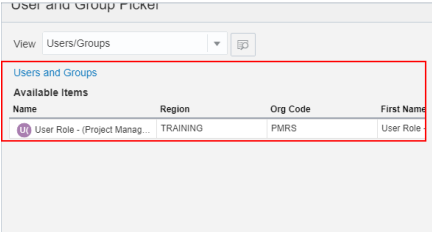
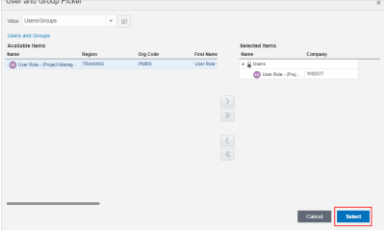


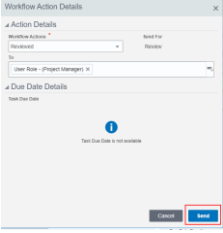
Meeting Minutes-4: External Review

Step	Action
1.	Click Tasks . 
2.	Double-click the Meeting Minute Record to open it. 
3.	Click Accept . 
4.	Review Record Details . 

Step	Action
5.	<p>Review Meeting Details.</p> 
6.	<p>Review Meeting Location Details.</p> 
7.	<p>Review Summary section.</p> 
8.	<p>Review Meeting Stats section.</p> 
9.	<p>Review General section.</p> 

Step	Action
10.	<p>Click Business Items tab.</p>  <p>The screenshot shows the 'Meeting Minutes' interface. The 'Business Items' tab is highlighted with a red box. Below the tabs, there is a 'Summary' section with a 'Purpose' field and a 'Meeting Stats' section showing '# of Invited Attendees' and '# of Business Items' both at 1.</p>
11.	<p>Highlight a Business Item to review.</p>  <p>The screenshot shows the 'Meeting Minutes' interface with the 'Business Items' tab selected. A table lists business items. The first item, '001 1 Training', is highlighted with a red box. The table has columns: No., Item Name / Description, Repeatin..., Further Actio..., and Assigned To.</p>
12.	<p>Review Line Item Details (Business Item Details, Meeting Conclusion Details, Follow Up Action Required, etc.).</p>  <p>The screenshot shows the 'Meeting Minutes' interface with the 'Business Items' tab selected. A 'Line Item Details' panel is open on the right, showing details for the selected item. The panel has a red border and contains sections for 'Business Item Details', 'Meeting Conclusion Details', and 'Follow Up Action Required'.</p>
13.	<p>Click Attendees tab.</p>  <p>The screenshot shows the 'Meeting Minutes' interface. The 'Attendees' tab is highlighted with a red box. Below the tabs, there is a table listing attendees. The first item, '001 Carl Ross', is highlighted with a red box. The table has columns: No., Attendee Name, Title, Company, and Attended Me.</p>
14.	<p>Highlight an Attendee to review.</p>  <p>The screenshot shows the 'Meeting Minutes' interface with the 'Attendees' tab selected. A table lists attendees. The first item, '001 Carl Ross', is highlighted with a red box. The table has columns: No., Attendee Name, Title, Company, and Attended Me.</p>

Step	Action
15.	<p>Review Attendee information.</p> 
16.	<p>Click Send.</p> 
17.	<p>Click To to select the user(s) and/or group(s) to receive the record.</p> <p>Note: Workflow Actions defaults to Reviewed</p> 
18.	<p>Highlight the user(s) or group(s) and click Right Arrow.</p> 
19.	<p>Click Select.</p> 

Step	Action
20.	<p>Click Send to forward record to next step in workflow.</p> 
21.	<p>End of Procedure.</p>